

## Now Hiring: Library Circulation Assistant

Friday Memorial Library is seeking applicants for a Circulation Assistant. Circulation Assistants play an important role as front line customer service staff in our growing library. We are seeking friendly and outgoing people with a passion for library services and community engagement.

Essential duties will include basic circulation functions, handling customer accounts and assisting the library's customers in making use of the library's resources. Candidates must be detail-oriented and enjoy working with technology. You will be working with a team of library staff that seeks to provide efficient and high quality service delivery to our customers in the New Richmond area.

We are filling one open position at this level, and a range of daytime, evening and rotating weekend hours is expected. Applicants must be high school graduates. The position will average 15 hours per week, and has a starting rate of \$11.00 per hour. The expected start date for this position will be June 6, 2016. The deadline for applications is May 27, 2016 at 5:00 pm.

Applications are available on the library's website. Please submit a cover letter, resume, and application to Circulation Coordinator, Maureen LeVesque at [maureenl@newrichmondlibrary.org](mailto:maureenl@newrichmondlibrary.org).